

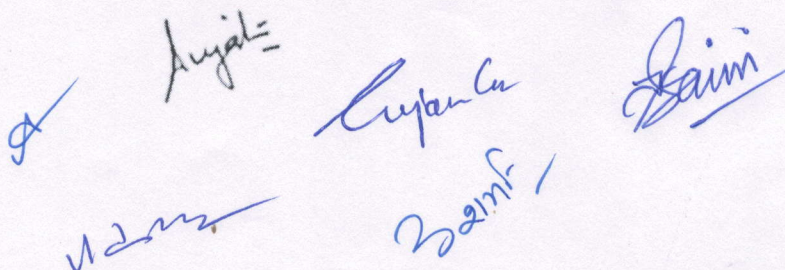
Important Guidelines under GIAN:

Submission of GIAN proposal

1. The Local Coordinator will invite applications from university faculty in the identified areas as per the directions by the GIAN Nodal Agency.
2. The willing faculty members should submit the duly signed GIAN proposal strictly as per defined format along with required documents (consent letters etc.) prescribed by the GIAN Nodal Agency
3. The Foreign expert faculty should take minimum of 60% of the total lectures for a given course (as defined by nodal agency). Further, the total number of lectures by expert faculty from other institutions (within India) should not be more than institutes host faculty.
4. All the submitted GIAN proposal shall be routed through department only and further scrutinized by the institute committee to check if the course requires any revision and could be further submitted to GIAN portal
5. After approval of scrutiny committee, the local coordinator should invite the faculty member to submit the GIAN proposal on GIAN-IITH portal and the revised or updated GIAN course shall be submitted by the concerned faculty.
6. No faculty can propose more than 2 courses in a year, or as per the directions of Nodal Agency from time to time.
7. The course coordinator will have to have the consent of the Department Head/ TIC with an undertaking that his/her engagement with GIAN course will not hamper his/her routine class schedules and provide suitable arrangement for the conduct of classes.

Implementation of GIAN course:

1. After approval, the course coordinator needs to submit the course brochure (as per the format of nodal agency) with final dates (in consultation with foreign faculty) within 15 days of intimation.
2. The course coordinator should ensure a maximum participation from other Institutions. In general, it is not expected that more than 50% of participants will be from the Host Institution.
3. Video recording of all courses is mandatory. The recording should be of high quality. The course coordinator should make sure that the video and audio quality is satisfactory.
4. Submission of the link to the webcast before the course begins to the GIAN office at gian@iith.ac.in
5. Collection of feedback of participants for each course through the GIAN portal is mandatory

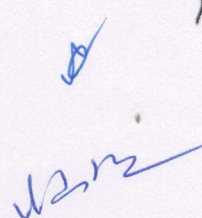
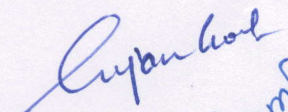
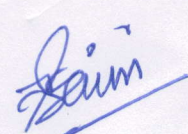
The bottom of the page features five handwritten signatures in blue ink. From left to right, they are: a signature that appears to be 'Arun', a signature that appears to be 'Saini', a signature that appears to be 'Saini', a signature that appears to be 'Saini', and a signature that appears to be 'Saini'.

6. The Foreign Expert may also be asked to present an institute- level talk on the research theme. Online meetings with interested faculty to explore collaborative opportunities may be held and recorded. Also, a document highlighting these opportunities as well as a tentative plan on how they will be pursued (i.e., funding agencies, student and/or faculty exchange, joint industry workshops, etc.) may be outlined in the document by the course coordinator/ Local Coordinator.
7. Conduct of examination or continuous evaluation including quizzes and assignment is required for participants wishing to get graded for the course.
8. Course lectures may be telecast through the Swayam Prabha Channels for which the EMRCs may be authorized/ equipped by providing inputs as desired. Necessary consent from the faculty should be obtained for telecasting the lectures through Swayam Prabha Channels.
9. Maintenance of stocks and assets: For all non-consumable items a separate common non-consumable stock register, be maintained for all GIAN courses. The issue of assets from the said register be done with the approval of the competent authority. For all books/software purchased, the entry be made in accession register of the library/with Information Scientist or System Analyst, separately maintained for all GIAN courses. For all consumable items a separate common consumable stock register, be maintained for all GIAN courses. The consumption/damage/write off shall be governed by the norms of the University in force from time to time.

Credits earned from GIAN course:

1. The students can also obtain academic credits for these subjects based on the evaluation and grading process.
2. The courses will primarily be for credit and cover 12 to 14 hours for a typical 1 credit course over a period of at least one week covering 5 working days and 24 to 28 hours for a 2-credit course over a period of at least 2 weeks covering 10 working days and have regular evaluation mechanisms.
3. The assessment should be done in written form/s (like quizzes, examination, assignments, report submission/presentation, etc.) and the documentary proof of the same be maintained by the course coordinator for at least three years. The assessment process should be completed within the course duration so that the statement of Grade/Marks can be issued to the participant on time.
4. The statement of Grade/Marks containing credit information duly signed by the course/local coordinators and controller of examinations will be provided to the participant by the host university, which may be used by the participant for credit transfer in his/her institute. The university of the participant may consider credit transfer as per their own rules and regulations. The copy of the statement of grades/marks may be retained by the course coordinator.
5. For in-house participants, these credits may be offered in Lieu of GEC courses and the students desirous of earning these credits in lieu of GEC courses will have to compulsorily appear for all the assessments as mandated by the guidelines of the GIAN programme and as fixed by the Course Coordinator.

Ajayk

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After completion of sanctioned GIAN course

The course coordinator should ensure:

1. After successful completion of the course, all participants will get participation certificates signed by Course coordinator and Local Coordinator. Those participating in examinations will get completion certificates with grades and credits on the valedictory.
2. Collection of the following from the Foreign Faculty: Honorarium form, Travel reimbursement forms, Visa copy, Passport copy, TIN (Tax Identification Number) no. and Boarding Pass copy.
3. Submission of audited UC-SE as the format of GIAN Nodal agency within one month
4. Submission of online course completion report within 15 days.
5. Submission of two copies of lecture notes, hard bound copy and pdf and video recording of all lectures/ tutorials (DVD/ pendrive), attendance record to National Coordination team within 20 days of course completion with a copy to local coordinator.
6. The Local coordinator should submit an additional digital record of the activities to CUH Library's Institutional Digital Repository.

Distribution of Honorarium/ other costs from sanctioned amount

1. Honorarium to International Faculty: A maximum amount of US\$ 8000 for 12 to 14 hours of lectures and US\$ 12000 for 24 to 28 hours of lectures will be paid to the international experts covering their travel, honorarium and video recording of their Lectures. Local hospitality will be arranged by the Host Institution.
2. A maximum of 35% of sanctioned cost can be used for video recording, contingency items and other expenses. The rest can be used for the payment of honorarium, travel to the foreign and honorarium to national/ host faculty (@ 5000/- per lecture and 3000/- per tutorial hour, subject to maximum of total 12 lectures/tutorials.
3. The amount for filing of the TDS of foreign faculty and audited UC-SE may be deducted from the contingency grant.
4. The travel is funded from GIAN agency therefore, the major emphasis of the foreign faculty is the delivery of the GIAN course at the host institute. The travel related to any other academic activities at any other institute will not be supported from GIAN funds. In case of any deviation of travel plan from CUH to institute of foreign expert (or vice versa), an approval of competent authority is must.

Settlement of Registration Fee

1. A sum of 10% of the total collection from the registration fees of the participants shall be earmarked for GIAN corpus which can be utilized for GIAN purpose with the approval of competent authority.
2. In case, any amount is left unspent from the registration fee, the said amount will also become the part of GIAN corpus and can be utilized with approval of competent authority during, before or after the course.
3. The host faculty/ course coordinator honorarium should not exceed Rs 40,000/- for 10 days course (24-28 lectures) and 20,000/- for 5 days course (12-14 lectures) from the collected registration fee

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4. The Local coordinator honorarium should not exceed Rs 15,000/- for 10 days course (24-28 lectures) and 7,500/- for 5 days course (12-14 lectures) from the collected registration fee
5. Any staff member involved for during the implementation (video recording/webeasting/ local support), an honorarium of Rs 5000/- (5 days) and 8000/- (10 days) may be provided from the collected registration fee
6. An honorarium of Rs. 3000/- (for 10 days course) or Rs 2000/- (for 5 days course) may be paid to supporting staff (MTS) during the course
7. In case of a lesser number of registrations, the honorarium to the course coordinator, local coordinator, technical staff and MTS shall be 55%, 20%, 10% and 5% of the total collected registration fee.

Antoo *Syakt* *Cyanku* *Saini*
usm *Zamf*